



# OER Growers Autumn Season 2012 FlashMeeting



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# CONTENT

- ◉ Intro
- ◉ FlashMeeting Features
- ◉ Requirements
- ◉ Sign in
- ◉ Enter your name
- ◉ Standard interface
- ◉ Broadcast
- ◉ Tabs
- ◉ Short tutorial

# INTRO

- FlashMeeting is a powerful audio/video meeting application that enables users to meet “online” with other users from anywhere in the world.
- A simple to use classroom tool, FlashMeeting can support a wide range of speaking and listening activities that include:
  - News Reporting
  - Interviewing
  - Improving language speaking skills
  - Establishing links with other schools

# FLASHMEETING FEATURES (1/2)

- ◉ Video and Audio broadcast over a network or internet.
- ◉ No download or installation - it works in a web browser with Flash 8 'plugin'.
- ◉ Easy to use - click the Broadcast button to start - click again to stop!
- ◉ Indicate your intention to speak with a simple queuing system.
- ◉ Text chat - talk to others while watching the broadcast.

# FLASHMEETING FEATURES (2/2)

- ◉ Share a URL - open a web page on all remote machines.
- ◉ Vote and 'Emoticon' options - share your opinions and feelings!
- ◉ Countdown timer shows time remaining.
- ◉ View participants either as a list of images or names.
- ◉ Simple booking procedure to manage your meetings.
- ◉ Secure and private meetings.

# REQUIREMENTS

- You need Macromedia Flash 8 or greater plugin in order to use FlashMeeting. If you need to update your Flash Player go to <http://www.adobe.com/support/flashplayer/downloads.html>.
- You need a webcam and a microphone to be able to communicate with the other participants in the meeting.

# SIGN IN

- FlashMeeting runs in a normal web page, so all you have to do is click the link, which the project coordinator will send you.
- After clicking the link you will be transferred to the “Sign In Screen”.
- You have to tick “Enter the meeting as a guest” in order to enter the meeting room and fill in your details (name and e-mail) and then click on the button “CONTINUE”.
- DO NOT CLICK THE APPLY BUTTON (it will lead you to a web page for creating a sign-in account, which is not necessary in order to participate in the meeting).



The image shows the FlashMeeting 3.1 sign-in interface. At the top left is the FlashMeeting logo with version 3.1. Below it, the text "Demonstration" and "Demonstration of FlashMeeting" is displayed. The main area is divided into two panels. The left panel, titled "Enter your Sign In details", contains input fields for "E-mail" and "Password", each with a "Remember" checkbox. The "E-mail" checkbox is checked, while the "Password" checkbox is unchecked. Below these fields is an "Apply" button with the text "for a new 'Sign In' account". The right panel features a large "CONTINUE" button at the top and two radio button options: "Enter meeting Signed In" (unselected) and "Enter meeting as a guest" (selected). At the bottom right of the interface, the text "Clear Port: 1935" is visible.

# ENTER YOUR NAME

- Then you will see the “Title screen”. It will help you to check your audio and video and you will have to write your name as you want it to appear in the meeting room.

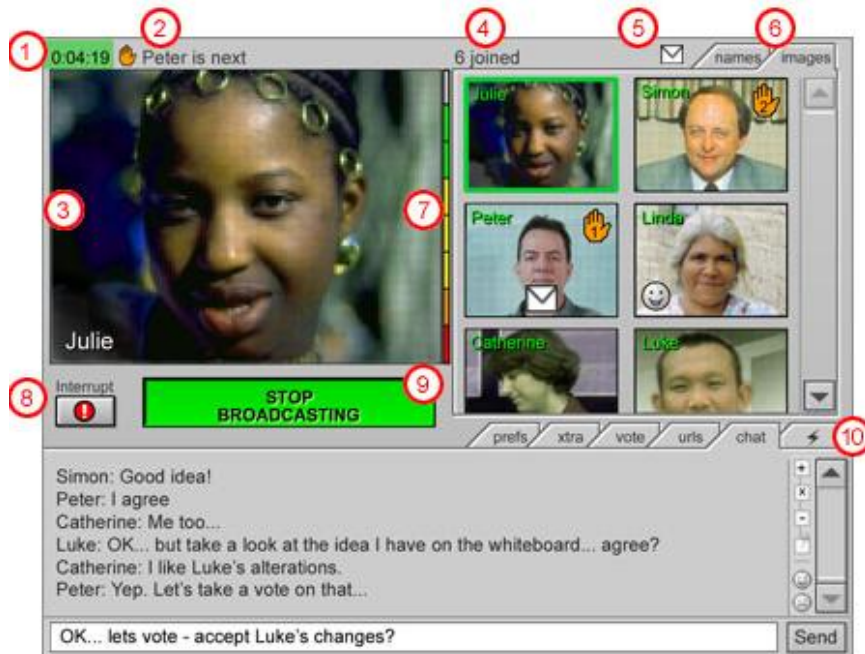




# STANDARD INTERFACE (1/2)

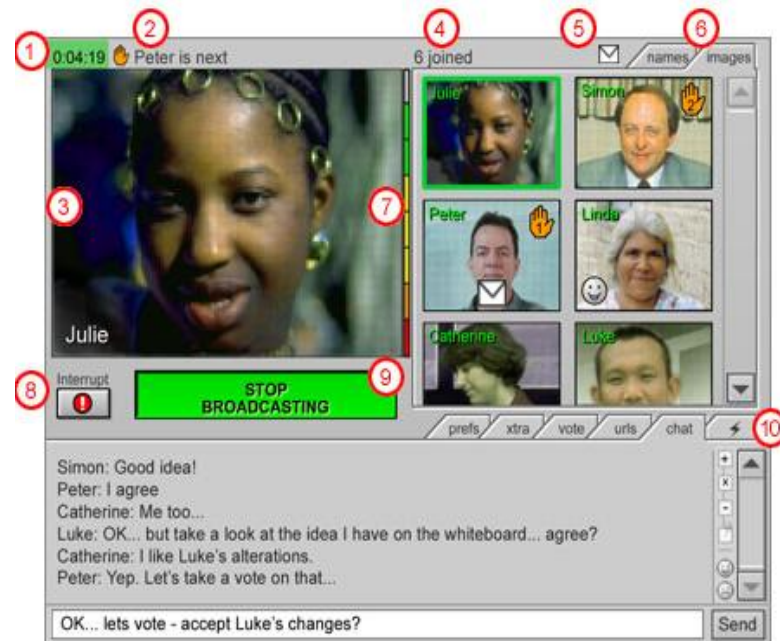
1. The countdown timer shows the time remaining to the end of the meeting.
2. The name of the first person in the 'queue', and therefore the next person to automatically begin broadcasting, appears here.
3. This is where the main broadcast images appear. The broadcaster's name appears at the bottom left.
4. This area normally shows the total number of people participating in the meeting.
5. Private text chat: If you are 'Signed In', by clicking on a thumbnail or list item you can enlarge the person's image.

Clicking the 'X' in the top corner of the image will close it. If both you and they are 'Signed In', clicking the 'T' will open a private text chat between the two of you. If you receive a private text message, an envelope appears on the sender's thumbnail to indicate a new message.



# STANDARD INTERFACE (2/2)

6. Use the 'names' and 'images' tabs to switch between the names and images views. The images tab: shows the meeting's participants as a list of image 'thumbnails' with their name shown at the top left.
7. The audio level from your microphone appears here as coloured bars. Green coloured bars, with the occasional red bar, should be fine. If you get the red bar at the top continuously you probably sound distorted to listeners.
8. If you just have to say something and can't wait for a turn in the queue, clicking this button will immediately replace the person currently broadcasting with you!
9. If you click on the broadcast button (1), and no one is already 'broadcasting' you will broadcast your audio and video to the meeting until you click the button again to stop. The button turns green when you are broadcasting (2). However, if someone else is broadcasting the button shows the length of the queue within brackets (3). If you click the button to join the 'queue' you will have to wait your turn to speak. The button then displays your position in the queue to the left of the brackets (4). If you click the button again you will leave the queue.



# BROADCAST

- ◉ In order to talk you need to press the “Broadcast” button.
- ◉ Only one person can talk at a time. If you want to talk you have to join the “queue” (when you join the queue an orange hand with a number appears on the screen with your image; this number shows the order of people who will broadcast).
- ◉ When you want to stop talking you have to press “Stop broadcasting” button (if you do not press it the other people in the queue will not be able to start talking).
- ◉ If you just have to say something and cannot wait for a turn in the queue, clicking the button “interrupt” will immediately replace the person currently broadcasting with you!



# TABS

- ◉ *Chat tab: This tab allows you to text chat to the people in the meeting.*
- ◉ *URLs tab: This tab allows you to share a URL during the meeting (you will only see the shared URL if your browser allows popup windows).*
- ◉ *Vote Tab: The 'vote' tab allows people in a meeting to vote on a topic. Click on the small square buttons to choose between 'Yes', 'No' or 'Abstain' to have your vote counted.*
- ◉ *Xtra Tab: The 'xtra' tab contains buttons that function depending on your 'Sign In' status and the type of meeting.*
- ◉ *Manage Files: Click this button to upload, download or delete files relating to this meeting. This is a good way of sharing images or documents related to the meeting.*
- ◉ *FlashBoard: Click this button to open the shared whiteboard for this meeting. See it described in detail below.*
- ◉ *My Events: Click this button to open a new browser window listing your FlashMeeting events.*
- ◉ *Prefs tab: This tab gives you access to both FlashMeeting and the Flash Player settings (video, audio, etc*

# A SHORT TUTORIAL

